

## Alpharetta Tamil School (ATS) On-line Registration Instruction for New Student

Instructions to register your child in CTA website for the first time:

1. Go to <https://www.catamilacademy.org/cta/login.aspx>
2. Click on [Click here to REGISTER for Returning or New Students \(Only New To CTA\)](#)
3. Based on your **Previous year / Log on CTA** you will directed to proper screens to collect your and your Child(ren) details.

- **Select student Name from Student Detail List(s) Or Click on “New Student Registration” for New OR to add sibling(s)**

Existing Student Details	
Student Detail	No More Returning Student to Register

Or

New Student Registration

Cancel

- If you have more than one child, you need to register for each child.
  - Fill in the required details with true/correct data
  - Chose the School Site as “**Alpharetta Tamil School**”

School Site

Alpharetta Tamil School

- For “TVU Grade “, DO NOT select anything.
- For **Public School State** → Georgia
- For **Public School Type** → Choose accordingly.
- For **Public School City** → Choose accordingly, if not listed then choose ‘Other’ • For **Others (city)** → Type in your child public school city.
- For **Public School Name** → Choose the Public School that your child attends • For **Others (school)** → Enter your child’s school name (not Tamil School name). Enter the Public School Details to which the child it going now. The order of selection is important. Opt “USA – GA – Georgia” as state, then Pre, ES, MS, HS as School Type, Select city of the school and then the Public School Name.

Those who **DO NOT** see their Public School City and Name, Select “Others” and enter the City and Name in Others (City) and Others (School).

4. Verify all information (contact information in particular), and hit ‘Submit’
5. In ‘Volunteer Help’ page, fill in appropriately and hit ‘Submit’
6. In ‘Rules & Regulation’ page
  - scroll down to the end
  - Enter ‘parent/guardian’ full **name as in the registration** main page. (You need to do this two times, one for CTA and the other for ATS)
7. In ‘Payment Details’ page, Payment mode is ‘**Credit Card**’ only as below and hit ‘**Submit**’.

Payment Details	
Payment Mode	<input checked="" type="radio"/> Credit Card *
<b>Make Check Payable to (Applicable for Pay-In person option) * Alpharetta Tamil School, Inc.*</b>	
Mailing Address :	8135 Majors Road Cumming, GA 30041

\* fields are mandatory

**Enter the Payment Details For <Student Name>**

Instructions
1. During Payment Do Not close the window before it is Completed
2. CTA now requires ONE single payment for the entire outstanding balance. This is to reduce the administrative efforts on our volunteers and to help plan for school year in advance.

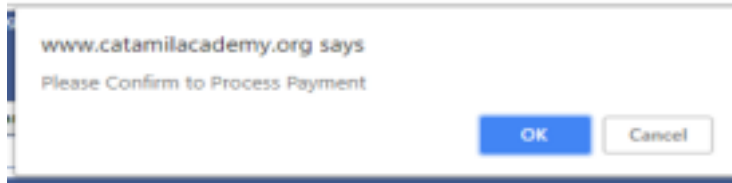
**Payment Details For First Last**

Grade : Kindergarten	Grade Fee : 190.00
Amount:	USD 190.00
Card Holder First Name:	<input type="text"/> *
Card Holder Last Name:	<input type="text"/> *
Address1:	<input type="text"/> *
Address2:	<input type="text"/>
City:	<input type="text"/> *
State:	<input type="text"/> *
Zip Code:	<input type="text"/> *
Country:	<input type="text"/> *
Type:	<input type="text" value="Visa"/> *
Credit Card Number:	<input type="text"/> *
Card Verification Number:	<input type="text"/> *
Expiration Date: (MM/YYYY)	<input type="text" value="01"/> <input type="text"/> *

\* fields are mandatory



Click on "Pay" and "OK" on the response Window

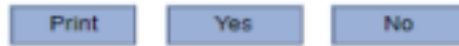


8. Congratulations, you have completed your registration process. You will receive an e-mail about on-line registration

- Print this document (if possible) to speed your registration process on open house day and bring it to Open House.

9. Click “Yes” if you need to register another child.

**Do You Wish To Register for one more Student?**



10. If you click on “Yes” then you will get the following, Click on “OK” to register additional



child.

**NOTE: NO Check or Cash Payment**, do your registration before the Open House day.